

**2001/2002**  
**CAP WING COMPLIANCE**  
**INSPECTION**  
**GUIDE**



**OPR: CAP-USAF/IG**  
**DATE: 1 Aug 2001**

**Possible CI Grades & Important Terms**

**Outstanding (O):** Performance or operation far exceeds mission requirements. Procedures and activities are carried out in a far superior manner. Resources and programs are very efficiently managed and are of exceptional merit. Few, if any, deficiencies exist.

**Excellent (E):** Performance or operation exceeds mission requirements. Procedures and activities are carried out in a superior manner. Resources and programs are very efficiently managed and relatively free of deficiencies.

**Satisfactory (S):** Performance or operation meets mission requirements. Procedures and activities are carried out in an effective and competent manner. Resources and programs are

efficiently managed. Minor deficiencies may exist, but do not impede or limit mission accomplishment.

**Marginal (M):** Performance or operation does not meet some mission requirements. Procedures and activities are not carried out in an efficient manner. Resources and programs are not efficiently managed. Deficiencies exist that impede or limit mission accomplishment.

**Unsatisfactory (U):** Performance or operation does not meet mission requirements. Procedures and activities are not carried out in an adequate manner. Resources and programs are not adequately managed. Significant deficiencies exist that preclude or seriously limit mission accomplishment, or endanger personnel or resources.

**Benchmark Candidate**--The best of the best processes observed and researched to date by the assessment team to be considered for emulation by other units.

**Commendable Item**--A highly effective concept, technique, or management practice not observed in other units or significantly better than those found in other units.

**Finding**--A significant deficiency that requires specific answers to CAP-USAF on actions taken to correct the deficiency. In the report, a finding is identified by either a single asterisk (\*) or, if potential for Fraud, Waste and Abuse (FWA) exists, a double asterisk (\*\*). Units must answer findings with enough detail to permit the HQ CAP and CAP-USAF staffs to determine the adequacy of corrective actions and provide assistance as required. See CAP-USAFI 90-201 details.

**Observation**--A minor deficiency documented to place emphasis on the need for resolution before it develops into a more serious problem, to provide crossfeed to other units or to act as an indicator of overall unit health.

**Open Item**--An answerable finding from a prior assessment in which the unit or higher headquarters' corrective actions are incomplete and CAP-USAF/IG has not closed the item. Corrective action progress is evaluated and documented in the report. If corrective actions were complete, but not reported, and the inspector determined the problem or deficiency solved, the open item is closed, indicating that no further actions required. If corrective actions are incomplete or inadequate, the item remains open. Open items are not repeat write-ups.

**Repeat Finding**--A finding reported in the units previous IG inspection report or recent audit agency report, which was subsequently closed, which exists again during the current assessment. Repeat findings are normally answerable findings.



**DEPARTMENT OF THE AIR FORCE**  
AIR UNIVERSITY (AETC)  
MAXWELL AIR FORCE BASE ALABAMA

1 Aug 2001

MEMORANDUM FOR CAP WINGS AND LIAISON OFFICES

FROM: CAP-USAF/IG  
105 South Hansell Street  
Maxwell AFB AL 36112-6332

SUBJECT: Wing Compliance Inspection Guide

1. Attached is the 2001/2002 CAP Wing Compliance Inspection Guide. It is a compilation of the guides used in 1997, 1998, 1999, 2000 and new criteria required under compliance inspections. **Checklist items annotated in bold will be critical compliance items.** Tab V, the LO/LNCO Program, is still available to reduce workload. This guide replaces the green 15 Nov 2000 Wing Compliance Inspection Guide. Feel free to locally modify this guide for wing self-inspection purposes. Each wing will be provided five copies of this guide. Local reproduction and distribution is encouraged.
2. See the inside back cover for making recommendations for changes. Changes will be published by the page insert method.

STEVEN J. SAMPLE, Major, USAF  
Inspector General

Attachment:  
CAP Wing Compliance Inspection Guide

**CAP Wing Compliance Inspection Guide Index**

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<b>TAB A: COMMAND</b>		
	<b>ITEM</b>	<b>REFERENCE</b>
1.	How do you ensure all essential wing positions are filled with trained personnel? <ul style="list-style-type: none"> <li>• Cadets?</li> <li>• Seniors?</li> <li>• Do you ensure appointments of legal officers are tendered only to properly qualified persons?</li> <li>• Is the IG and legal officer double billeted?</li> </ul>	CAPR 35-1; CAPR 35-2 Para 2 & CAPR 62-1 Para 2a; CAPR 111-1 Para 1  NATL CMDR's Policy letter
2.	<b>How do you ensure mandated training is accomplished?</b> (Cadet Protection, etc.)	CAPR 35-1, 50-15; CAPM 50-16, 50-17, 50-18
3.	<b>Show me your ground and flying safety records over the past 3 years.</b> <ul style="list-style-type: none"> <li>• Do you provide guidance and assistance to ensure that an active safety program is established in all units?</li> <li>• Do you have a published supplement to CAPR 62-1 addressing Pilot Proficiency Program, and special policy guidance as necessary for local situations?</li> <li>• How have you implemented Operational Risk Management into CAP operations?</li> </ul>	CAPR 62-1 Para 2b, 2e and 2f  CAPR 62-1 Para 1   CAPR 62-1 Para 1
4.	Describe your membership demographics (recruiting and retention for both cadets and seniors) for the past 3 years <ul style="list-style-type: none"> <li>• To what do you attribute your success or shortfall?</li> <li>• How do you encourage parental participation?</li> <li>• Have you ever terminated a member? If so what procedures did you follow?</li> </ul>	CAPM 190-1 Para 3-4; CAPP 33-1   CAPR 35-3
5.	Do you enforce DoD Directive 5500.11, 1020.1, and AFI 36-2707 (Discrimination) throughout your wing? <ul style="list-style-type: none"> <li>• Do you maintain DoD Directive 5500.11 and 1020.1 at wing headquarters and is it available for review upon request by any CAP member?</li> </ul>	DoDD 5500.11, 1020.1, AFI 36-2707, and CAPR 39-1
6.	Describe your internal communications	CAPR 66-1 Para 5,

	<p>procedures.</p> <ul style="list-style-type: none"> <li>• Frequency of wing staff meetings, conference calls, etc., written minutes.</li> <li>• <b>Budget planning, review, and execution. Do you receive state appropriations? If so, how are those funds primarily used? How do you ensure that reimbursements are not duplicated by state and federal government funding?</b></li> <li>• How good are your internal procedures for safeguarding supplies and equipment against theft or misuse?</li> <li>• When needed do you appoint an investigative officer for a report of survey and notify members of the finding of pecuniary liability?</li> <li>• Are you the only disposal approval authority for other than DoD funded/DRMO equipment?</li> <li>• How often do you and your staff visit subordinate units and what are the purposes of these visits?</li> <li>• How do you ensure your wing files disposition plan meets your need for continuity?</li> </ul>	<p>CAPM 67-1 Ch 2; and CAPR 55-1 Para 1-20 CAPR 173-2 (CI)E Para 2</p> <p>CAPR 67-1 Para 1-3</p> <p>CAPR 67-1 Para 1-3</p> <p>CAPR 123-3 Para 9, CAPR 10-2 Para 4, 7, 8, 14, 15 and 16</p>
7.	Describe your relationship with the Air Force Rescue Coordination Center (AFRCC), AF National Security Emergency Preparedness Center (AFNSEP), and state and local emergency service agencies.	CAPR 55-1 Para 3.3, 4-3, 5-5 and q.1a.f
8.	<p>Describe your relationship with US Customs, Drug Enforcement Agency (DEA), Immigration and Naturalization Service (INS) and state and local drug and law enforcement agencies.</p> <ul style="list-style-type: none"> <li>• How satisfied are these agencies with your wing's mission results?</li> </ul>	CAPR 50-15, Para 2-4-g, h, j and CAPR 55-1 Para 1-15 and 7-1a
9.	<b>How do you ensure your wing's flight release program protects CAP member's benefits in the event of an accident?</b>	CAPR 60-1 Ch 5
10.	<p><b>Describe your process for handling IG and Fraud, Waste and Abuse complaints</b></p> <ul style="list-style-type: none"> <li>• <b>Have complaints, investigations and</b></li> </ul>	<p>CAPR 123-2 Para 2 and 6</p> <p>IG 2000 Initiative</p>

	<b>results of investigation been handled in a timely manner?</b> <ul style="list-style-type: none"> <li>Do you ensure the inspector general or investigating officer at an appropriate level, investigates all complaints in consultation with the wing, region or National IG?</li> </ul>	
11.	<p>Do you annually publish an equipment and personnel alert roster through which CAP can be contacted for assistance?</p> <ul style="list-style-type: none"> <li>Is it sent to state and local emergency agencies?</li> <li>Have you developed procedures for relaying required and pertinent operational information to the appropriate controlling agencies?</li> <li>Do you coordinate with state and local officials for training and equipment, and establish integrated plans and exercises that will satisfy state requirements?</li> </ul>	CAPR 55-1 Para 2-2
12.	Describe your relationship with your LO/LNCO.	



	<b>TAB B: ADMINISTRATION</b>	
	<b>ITEM</b>	<b>REFERENCE</b>
1.	<p>Are publications posted correctly?</p> <ul style="list-style-type: none"> <li>• Are publications and forms spot-checked every 6 months and spot-checks documented?</li> <li>• Are supplements and OIs kept to an absolute minimum?</li> </ul>	<p>CAPR 5-4 Para 1g</p> <p>CAPR 5-4 Para 2a</p> <p>CAPR 5-4 Para 3</p>
2.	<p>Are procedures in place to ensure the most cost-effective means available are being used to communicate with unit members, subordinate units, other states and regions, and the National Headquarters?</p> <ul style="list-style-type: none"> <li>• Are administrative communications clear and concise?</li> <li>• Are letters prepared in proper style?</li> <li>• Does wing letterhead contain required information/format?</li> <li>• What procedures are there to ensure prompt action on all communications.</li> <li>• Are records filed properly?</li> <li>• Are record cut-off instructions followed?</li> <li>• Are records screened for historical significance?</li> <li>• Are administrative authorizations prepared in proper format?</li> </ul>	<p>CAPR 10-1 Para 2d</p> <p>CAPR 10-1 Para 3a</p> <p>CAPR 10-1 Para 4a &amp; 4b</p> <p>CAPR 10-1 Para 5a &amp; 5b</p> <p>CAPR 10-1, Para 6</p> <p>CAPR 10-2 Para 3</p> <p>CAPR 10-2 Para 9</p> <p>CAPR 10-2 Para 10</p> <p>CAPR 10-3 Para 2</p>
3.	Are electronic methods used in processing your administration program?	
4.	How is your suspense control managed?	
5.	How do you determine the effectiveness of your wing administration program?	

	<b>TAB C: AEROSPACE EDUCATION</b>	
	<b>ITEM</b>	<b>REFERENCE</b>
1.	<p>Has the wing commander staffed each authorized wing Aerospace Education (AE) position?</p> <ul style="list-style-type: none"> <li>• As a minimum, the wing commander must appoint a wing Director of Aerospace Education (DAE) in writing.</li> <li>• Preferably, the wing commander has also appointed an Internal Aerospace Education Officer (AEO) and an External AEO.</li> <li>• Does Wing AE staff have an interest and enthusiasm for aerospace, show initiative and imagination in promoting AE, and have some knowledge of the educational community?</li> </ul>	CAPR 280-2 Para 3 and CAPP 15
2.	<p>Does the DAE submit an annual AE budget?</p> <ul style="list-style-type: none"> <li>• Does the AE staff receive adequate financial support for the approved AE Plan of Action?</li> <li>• Is it an appropriate budget for the size of the wing?</li> <li>• Is the AE budget effectively managed?</li> </ul>	CAPR 280-2 Para 3c(5)
3.	<p>Has the Wing DAE completed the Aerospace Education Program for Senior Members (AEPSM) exam to earn the Yeager award? If not, is the DAE working toward completing the program? Have the Internal and External AEOs earned the Yeager award or are they working on it?</p>	CAPR 280-2 Para 2a(2)(a)
4.	<p>Is the Wing DAE progressing in the CAPP 215 Specialty Track, <i>Aerospace Education Officer</i>, or have they earned the Master Rating? What Specialty Track rating is the Wing DAE? What rating are the Internal and External AEOs?</p>	CAPR 280-2 Para 2a(2)(b)
5.	<p>Has the Wing DAE developed an annual written Wing AE Plan of Action that is signed/approved by the wing commander?</p> <ul style="list-style-type: none"> <li>• Are finite, measurable goals for both internal <b>and</b> external AE programs included?</li> </ul>	CAPR 280-2 Para 3c(1-3, 6) and CAPP 15 Pages 53-55

	<ul style="list-style-type: none"> <li>• Is program monitoring addressed (unit visits to assist with cadet and senior member AE programs)?</li> <li>• Are promoting of award nominations, AE seminar(s) at Wing Conference and Wing AE workshops for CAP members included?</li> <li>• How about periodic reporting, award processing, partnerships and coordination with non-CAP agencies who support AE?</li> <li>• Is the Plan of Action reviewed periodically to check progress in accomplishing goals?</li> <li>• Is the wing commander periodically informed of the wing's progress?</li> </ul>	
6.	Does the DAE maintain a current unit AEO roster? Does the DAE communicate on a regular basis with all unit AEOs?	CAPR 280-2 Para 3c(12,14)
7.	How many subordinate unit visits were conducted in the past six-months? Twelve months? What was accomplished during these visits?	CAPR 280-2 Para 3c(14,16)
8.	How is the AEPSM program controlled and monitored?	CAPR 280-2 Para 2a (2)(a) and 3c (17-20)
9.	<p>Has the DAE worked with the Wing Public Affairs Officer to publicize AE and to encourage nominations be submitted for AE-related awards?</p> <ul style="list-style-type: none"> <li>• What additional methods of publicizing AE events, activities, and awards are utilized?</li> </ul>	CAPR 280-2 Para 3c(11)
10.	<p>Did the DAE submit an end-of-year AE Activity Report for the last calendar year?</p> <ul style="list-style-type: none"> <li>• Review the Activity Report and required documentation.</li> <li>• Is the report thorough and well documented so that it provides an indication of the overall success of the AE program? (Is documentation an on going process rather than trying to create documentation for the end-of-year report?)</li> <li>• Was the wing AE Plan of Action addressed in the end-of-year AE Activity Report (attainment of established goals)?</li> <li>• Did the Wing Commander sign the report? Were required copies provided to the</li> </ul>	CAPR 280-2 Para 3c(4) and CAPP 15, pages 61-64

	Region DCS-AE (CAP volunteer) and Region DAE (CAP employee)?	
11.	What percentage of the wing's units are participating in the Aerospace Education Excellence (AEX) Award Program?	CAPP 15 Pages 38-39
12.	Does the wing sponsor or participate in any type of wing/region aerospace education conference?	CAPR 280-2 Para 3c(15) and CAPP 15
13.	Did the wing submit nominations for (DAE should provide copies of completed nomination forms): <ul style="list-style-type: none"><li>• Brewer Awards (Cadet, Senior Member, Individual, Organization categories)</li><li>• A. Scott Crossfield Aerospace Education Teacher of the Year Award</li><li>• Crown Circle Award</li></ul>	CAPR 280-2 Para 4 and CAPP 15
14.	How does the wing promote participation in the National Congress on Aviation and Space Education (NCASE) both internally and externally?	CAPR 280-2 Para 2b(5)
15.	Is the wing utilizing the "How-To" material included in CAPP 15, Aerospace Education Officers' Handbook?	CAPP 15 Pages 19-36
16.	What is the wing doing "above and beyond" to promote AE internally?	
17.	What is the wing doing "above and beyond" to promote AE externally?	

	<b>TAB D: CADET PROGRAMS</b>	
	<b>ITEMS</b>	<b>REFERENCE</b>
1.	How are Cadet Program Elements monitored and recorded?	CAPR 52-16 Para 1-3
2.	How is the Physical Fitness program monitored and where are categories recorded?	CAPR 52-16 Para 1-3b
3.	Under the Leadership section of CAPR 52-16, Para 1-3c, what areas are covered in training and where is this training recorded? <ul style="list-style-type: none"> <li>Who monitors and instructs Cadets on proper wear of the uniform?</li> </ul>	CAPM 39-1, CAPR 52-16 Para 1-3b
4.	How is Moral Leadership conducted, when and by whom?	CAPR 52-16 Para 1-3e
5.	<b>Who monitors the Wing's Cadet Protection Policy?</b> <ul style="list-style-type: none"> <li><b>Where is this information recorded?</b></li> <li><b>Have you had any incidents reported?</b></li> <li><b>If so, how have they been handled?</b></li> </ul>	CAPR 52-16 Para 1-4 CAPR 52-10
6.	How are cadets progressing through the Cadet Program? <ul style="list-style-type: none"> <li>How many cadets have received Mitchell, Earhart, Eaker, and/or Spaatz awards?</li> <li>Is the Wing Director of Cadet Programs involved in setting up presentations of these awards?</li> </ul>	CAPR 52-16 Para 2-3
7.	Do you have a schedule or operations plan for upcoming Cadet Program events and activities? <ul style="list-style-type: none"> <li>Do you publish a wing calendar of events?</li> <li>Orientation and membership is a crucial item in maintaining cadet membership. What program do you have in place to monitor the mentoring program?</li> </ul>	CAPR 52-16 Para 2-2
8.	What kinds of activities are being made available to cadets within the wing? <ul style="list-style-type: none"> <li>How are cadets being informed about local, wing, region, and national activities?</li> <li>How often does your wing conduct a basic encampment?</li> <li>How many cadets attended a basic encampment this year?</li> </ul>	CAPR 52-16 Chapter 4

	<ul style="list-style-type: none"> <li>• Of those, how many were first time encampment attendees?</li> <li>• Are the plans of the most recent encampment available?</li> <li>• If so, how closely do they conform to CAP directives?</li> <li>• How many cadets have been given orientation flights this year?</li> <li>• How many back seat rides?</li> <li>• Do cadets receive several flights on the same day or is it spread out over a period of time?</li> <li>• What priority do cadet orientation flights take within your wing's flight operations?</li> <li>• How often does the Cadet Advisory Council meet?</li> <li>• What is the Cadet Advisory Council's role at your wing?</li> <li>• Are the Cadet Advisory Council's meeting minutes on file, and are these reports distributed in a timely fashion?</li> </ul>	<p>CAPR 52-16 Chapter 5 Para 5-5b</p> <p>CAPR 52-16, Chapter 4, Para 4-2</p> <p>CAPR 52-16, Chapter 3, Para 3-2</p>
9.	Has the wing been supporting region activities such as the Region Cadet Competition, speech and/or writing competitions, and cadet leadership schools?	CAPR 52-16, Chapter 4
10.	How many cadets applied for National/Regional Cadet Special Activities? How many cadets participated in these activities?	CAPR 52-16, Chapter 4
11.	How many cadets applied for International Air Cadet Exchange (IACE)? Has your wing sponsored/hosted IACE?	CAPR 52-16, Chapter 4, Para 4-9
12.	How does information on CAP Scholarships get out to the cadets? How many cadets applied from your wing?	CAPR 52-16, Chapter 4, Para 4-3 & 4-4
13.	Are cadets being utilized in all areas of the CAP missions?	CAPR 55-1, Para 1-8f
14.	How many cadets participated in Emergency Services training and actual missions?	CAPR 55-1, Para 1-8f
15.	How many cadets have soloed and/or received pilot ratings through CAP flight programs?	CAPR 55-1, Para 1-8f
16.	How are you promoting the Free Cadet Uniform (FCU) program to the cadets in your wing?	

	<ul style="list-style-type: none"><li>• How many new cadets have received a uniform through the FCU program?</li><li>• How are you using the FCU Quarterly reports provided by NHQ?</li></ul>	
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<b>TAB E: CHAPLAIN SERVICE</b>		
	<b>ITEM</b>	<b>REFERENCE</b>
1.	How long have you been the wing chaplain?	
2.	Have you accomplished the required items IAW CAPR 265-1? <ul style="list-style-type: none"> <li>• Formal Education Requirements</li> <li>• Moral Leadership Officers (MLOs) Approval</li> <li>• Confidentiality</li> </ul>	CAPR 265-1
3.	Is distinction between Chaplains and MLOs evident especially in matters of privileged communication and confidentiality?	
4.	Using a scale of 1 (poor) to 10 (excellent) rate the overall effectiveness of your Wing Chaplain Service program.	
5.	Evaluate your involvement as a member of the Wing Commander's staff by answering the following questions: <ul style="list-style-type: none"> <li>• Are you included in Wing staff meetings? If no, please explain why not?</li> <li>• Do you attend Wing Conferences? If no, please explain why not?</li> <li>• When you attend, do you report on Chaplain Service activities at Wing Conferences? If no, please explain why not?</li> <li>• Do you meet at least annually with Chaplains/MLOs assigned to your Wing? If no, please explain why not?</li> <li>• Explain how the Command Staff notifies you when a chaplain is needed for a mission?</li> <li>• How do you ensure religious services are provided for all CAP activities that last over a weekend? Explain.</li> <li>• How do you ensure that every encampment and cadet special activity has a chaplain present on its staff? Explain.</li> </ul>	
6.	Recruitment of Chaplain Service personnel is a top priority of the Chaplain Service. Please evaluate your Wing's involvement in this area. <ul style="list-style-type: none"> <li>• How many chaplains and moral leadership</li> </ul>	



	<p>officers were recruited in the past 12 months?</p> <ul style="list-style-type: none"> <li>• Do you keep in contact with prospective chaplains/MLOs whose application is pending? How?</li> <li>• Explain how you keep in contact with new chaplains/MLOs appointed to your Wing? For example, do you have a mentoring program in effect?</li> <li>• In what ways do you encourage Commanders of squadrons without an assigned chaplain or MLO to recruit one?</li> <li>• In what ways could the National Staff Chaplain be of assistance to you in your recruiting efforts?</li> </ul>	
7.	<p>Several times during the year, the National Staff Chaplain furnishes you a copy of Chaplain Service personnel assigned to your Wing.</p> <ul style="list-style-type: none"> <li>• How do you use this information to contact chaplains/MLOs whose dues are up for renewal?</li> <li>• Show examples of how you write to chaplains/MLOs who have moved outside your Wing to encourage them to transfer their membership?</li> <li>• Do you write a letter or call the gaining Wing Chaplain?</li> <li>• Do you initiate a CAP Form 2a on chaplain personnel who need to be transferred?</li> <li>• How do you coordinate with appropriate staff agencies to ensure Chaplain Service personnel in your Wing, who have requirements for promotion, are processed in a timely manner?</li> </ul>	
8.	<p>Providing for the ongoing training of chaplains and MLOs is an important part of a Wing Chaplain's job.</p> <ul style="list-style-type: none"> <li>• How do you encourage chaplain participation in the total senior member training program (i.e., promotions etc.)?</li> <li>• How do you encourage attendance of Chaplains and MLOs at the Chaplain Service Region Staff College?</li> </ul>	

	<ul style="list-style-type: none"><li>• How do you insure chaplain service personnel are involved in Wing SAR/DR training scenarios?</li></ul>	
9.	What improvements---not covered above---have you made in the past 2 years or while serving as Wing Chaplain?	
10.	What suggestions would you like to give to the National Staff Chaplain or Chief of the Chaplain Service to improve the CAP program for chaplains and MLOs?	

	<b>TAB F: COMMUNICATIONS</b>	
	<b>ITEM</b>	<b>REFERENCE</b>
1.	Reporting: <ul style="list-style-type: none"> <li>Is the wing filing quarterly H-1 Reports in a timely fashion?</li> <li>How are the reported statistics reported?</li> </ul>	CAPR 100-1 Vol 1 Para 3-2
2.	Annual Communications Effectiveness Exercises: <ul style="list-style-type: none"> <li>Does the wing hold annual communications exercises?</li> <li>Are copies of the required summary reports and critiques available for inspection?</li> </ul>	CAPR 100-1 Vol 1 Para 3-3
3.	Communications Meetings: <ul style="list-style-type: none"> <li>Does the wing hold annual communications meetings?</li> <li>Are required meeting summaries and participant logs available for inspection?</li> </ul>	CAPR 100-1 Vol 1 Para 5-5b
4.	Communications Plans: <ul style="list-style-type: none"> <li>Does the DC annually review communications plans (not just new covers over old copies)?</li> <li>Do the plans reference the current regulations (CAPR 100-1 Vol 1 and Vol 3)?</li> <li>Does the wing have a current Emergency Communications Plan?</li> <li>Does the wing have a current Operations and Training Communications Plan?</li> <li>Does the wing have a current Repeater Plan?</li> <li>Does the plan include a current list of operational repeaters? <ul style="list-style-type: none"> <li>Does the list agree with the on line Repeater Directory</li> <li>(<a href="http://www.ntc.cap.gov/comm/Repeaters/Repeaters.cfm">http://www.ntc.cap.gov/comm/Repeaters/Repeaters.cfm</a>)</li> </ul> </li> </ul>	CAPR 100-1 Vol 1 Chapter 2
5.	Resources: <ul style="list-style-type: none"> <li>Do the communications inventory reports indicate that the DC is utilizing the Communications Equipment Management System (CEMS)?</li> <li>Using the Communications Inventory</li> </ul>	CAPR 100-1 Vol 1 Para 7-9

	<p>Listing, can the DC demonstrate accountability for 10% of the wing inventory (all units) with a CAPF 37?</p> <ul style="list-style-type: none"> <li>• Does the CAPF 37 agree with the inventory listing?</li> <li>• Does the DC assure the equipment is returned when members do not renew?</li> <li>• Can the DC demonstrate how the current assignment and distribution of corporate equipment supports the Communications Plans? Is equipment distributed in accordance with a plan designed to ensure mission support?</li> <li>• As required by Nov 98 NEC decision and IAW Federal Law, is the DC ensuring that all equipment (HF and VHF) that does not meet current NTIA standards is removed from CAP operation by 31 Dec 01?</li> </ul>	
6.	<p>Training:</p> <ul style="list-style-type: none"> <li>• Does the DC maintain a database of personnel completing basic and advanced user training?</li> </ul>	CAPR 100-1 Vol 1 Chapter 5

	<b>TAB G: COUNTERDRUG</b>	
	<b>ITEMS</b>	<b>REFERENCE</b>
1.	<p><u>MANAGEMENT:</u></p> <ul style="list-style-type: none"> <li>• Are the wing commander, director of operations, and wing liaison office kept informed on the wing Counterdrug (CD) program and its activities? How and how often? How is it documented?</li> <li>• Is the LO/LNCO involved in training/objective setting/monitoring? How?</li> <li>• How is the wing CD officer selected?</li> <li>• Are specific mission objectives identified and associated with the issuance of mission numbers?</li> <li>• <b>Is the CAPF 82, Counterdrug Activity Report, completed and submitted electronically to HQ CAP/DOC by the 10<sup>th</sup> day of the month following the period of the report? Are the hours reported compared to the counterdrug hours reported on the CAPF 18 for the same period. How is this comparison documented? Are mandays, seizures, and arrest reported?</b></li> <li>• Is the CAPF 84, Counterdrug Flight/Mission Plan, completely filled out to include mission requester name/phone number, are specific mission objectives identified and associated with the issuance of the mission number, and a detailed list of mission results? Is the flight release officer &amp; aircrew qualified for the duties listed on the 84?</li> <li>• Are periodic visits made to observe unit CD operations? By whom and how often? How are these visits documented?</li> <li>• Are meetings of CD personnel held periodically (e.g., wing conferences and commanders' calls)? How are they documented?</li> <li>• <b>Does a qualified flight release officer properly release CD missions?</b></li> </ul>	CAPR 50-15

	<ul style="list-style-type: none"> <li>• Are sufficient records kept/is a specific plan in place to ensure the wing's aerial marijuana recon, uncharted airfield, and airport survey CD missions are productive and not simply flown to/over the same areas time and time again?</li> <li>• <b>Are all CD missions only flown at the direction of the responsible Customs, DEA, or other Federal-authorizing agency?</b></li> <li>• Does the wing use the CD training missions authorized in CAPR 50-15? If not, why?</li> <li>• <b>Are training missions properly requested and approved via the CAP Form 10 IAW CAPR 50-15 procedures?</b></li> <li>• Is a schedule of training missions submitted annually to HQ CAP/DOC IAW CAP -regulations?</li> <li>• <b>Do CD transportation missions adhere to the 500 miles maximum HQ CAP/DOC guidelines?</b></li> <li>• Have prisoners been specifically prohibited from flying in CAP aircraft?</li> <li>• How does the wing CD officer ensure compliance with posse comitatus restrictions?</li> <li>• Does the wing CD officer ensure search and survey CD missions adhere to HQ CAP/DOC stated guidance by requiring a crew compliment of at least a pilot and observer?</li> <li>• Does the wing use twin aircraft to accomplish its CD mission? If so, on what types of missions? Are reimbursement rates for twin aircraft in excess of those approved in CAPR 173-3 approved on a case-by-case basis by HQ CAP/DOC? How is the approval documented?</li> <li>• Is the wing CDO/region CDD familiar with the Drug Demand Reduction Program? Does the wing support the program with counterdrug funds? How is it documented?</li> </ul>	
2.	<u>MANNING:</u>	CAPR 50-15, Para

	<ul style="list-style-type: none"> <li>• Are sufficient, trained personnel available?</li> <li>• How are prospective CD members selected?</li> <li>• Who reviews the CAPFs 83, CAP Counterdrug Application for accuracy prior to submittal to HQ CAP/DPPX?</li> <li>• <b>Are all CD personnel properly screened?</b> <ul style="list-style-type: none"> <li>• How is this determined?</li> </ul> </li> <li>• Is training of additional personnel scheduled on a frequent and regular basis? How is it scheduled?</li> <li>• Do CD personnel attend a National Counterdrug Orientation –Telecourse at least once every two years? How are attendees screened to ensure they are qualified to attend?</li> <li>• Do all counterdrug members within the - wing/region contribute 20 hours to the program annually? How is it tracked and documented?</li> <li>• Have all counterdrug personnel been CAP members for at least two years (or a waiver obtained)? <ul style="list-style-type: none"> <li>• How is this determined?</li> </ul> </li> <li>• Are CD personnel lists periodically purged? How and by whom?</li> </ul>	<p>2-2c, Atch 18 &amp;19 CAPR 50-15, Para 2-2c, Atch 18 &amp;19</p> <p>CAPR 50-15, Para 2-4g(1) and 2-4h(1)</p> <p>CAPR 50-15, Para 2-2c</p>
3.	<p><u>RESOURCES:</u></p> <ul style="list-style-type: none"> <li>• Are the resources available to the CD program periodically reviewed?</li> <li>• Are equipment resources adequate for the CD mission?</li> <li>• How is CD equipment accounted for and tracked?</li> <li>• How is additional required equipment identified and purchased?</li> <li>• Are non-CAP personnel flying in CAP aircraft properly authorized?</li> <li>• What is your percentage of use of private aircraft in the CD mission?</li> <li>• Does the wing CDO/region CDD have access to the Internet? Is the cost for access to an Internet service provider submitted to HQ CAP for reimbursement?</li> </ul>	<p>CAPR 60-1, Para 2-6</p>

	<ul style="list-style-type: none"> <li>• What actions have been taken to meet training for current federal/state/local MOUs?</li> </ul>	
4.	<p><u>PROGRAM QUALITY:</u></p> <ul style="list-style-type: none"> <li>• How does the wing CDO maintain contact and market the wing's CD capabilities with CD agencies in the state?</li> <li>• How is the effectiveness and success of the wing CD support measured and tracked?</li> <li>• Are CD customers periodically contacted to see if their needs are being met? How? How is it documented?</li> <li>• How are suggestions for program improvement handled?</li> <li>• <b>Does the wing have a separate CD funds account and how are the expenditure of said funds tracked?</b></li> <li>• Are CD mission numbers open for a specific period of time (recommend one week or less)?</li> <li>• Is the wing CDO/-region CDD allowed to participate with the finance committee in making decisions on how counterdrug funds are expended?</li> <li>• Does the wing CDO prepare a budget of CD expenditures for the wing CC and – region CDD -?</li> <li>• If equipment is purchased with CD funds for the wing headquarters, how is the cost prorated? Is the ratio used logical? How is it justified?</li> </ul>	



	<b>TAB H: EMERGENCY SERVICES</b>	
	<b>ITEM</b>	<b>REFERENCE</b>
1.	<p><b>MANNING:</b> Has the wing ES officer completed Emergency Services Level II Specialty Track training?</p> <ul style="list-style-type: none"> <li>• If yes, please provide documentation for all certifications.</li> <li>• Does the wing ES officer have any assistants?</li> <li>• If yes, explain the duties and responsibilities of each assistant, and how each is qualified to hold that position?</li> </ul>	CAPP 213 & CAPR 20-1
2.	<p><b>EMERGENCY SERVICES PLANNING &amp; COORDINATION:</b></p> <ul style="list-style-type: none"> <li>• Has the wing published additional guidance to CAPR 60-3? <ul style="list-style-type: none"> <li>• If yes, please provide copies of all additional guidance, and approvals from higher headquarters as required.</li> </ul> </li> <li>• <b>Does the wing have any current and approved MOUs with it's state or local agencies? If so, when was it last updated and/or reviewed?</b> <ul style="list-style-type: none"> <li>• <b>If yes, please provide documentation of the above. If no, please provide a copy of the wing's reasons required to be forwarded to the National Commander.</b></li> </ul> </li> <li>• <b>Are the commander and operations personnel knowledgeable of the responsibilities and capabilities of the primary and secondary SAR/DR agencies? Has the wing established contact with the primary SAR/DR agencies in its area? Have any local agreements and joint operating procedures been formulated?</b> <ul style="list-style-type: none"> <li>• <b>If yes, provide documentation of contact and established procedures.</b></li> </ul> </li> </ul>	<p>CAPR 60-3 Para 1-3</p> <p>CAPR 60-3 Para 5-3b</p> <p>CAPR 60-3 Para 6-2 and Para 7-4</p>
3.	<p><u><b>ALERTING PROCEDURES:</b></u> Does the wing ensure that responsible wing personnel can be contacted at any time by the</p>	CAPR 60-3 Para 1-4

	<p>Air Force Rescue Coordination Center (AFRCC), Air Force National Security Emergency Preparedness (AFNSEP) Office, state emergency response agencies or other organizations that may require CAP services?</p> <ul style="list-style-type: none"> <li>• How is this accomplished? Explain.</li> <li>• <b>Is accurate status of corporate equipment (i.e. ground vehicles, aircraft, radios, airborne video equipment, etc) readily available to mission coordinators?</b></li> <li>• Does the wing maintain a current alert roster of ES personnel and equipment, and has it been forwarded to all agencies as required (HQ CAP/DO, State Agencies, etc.)? <ul style="list-style-type: none"> <li>• If yes, please provide a copy</li> </ul> </li> <li>• What method is used to alert wing personnel and ensure that accurate mission data is disseminated? (i.e. fax, e-mail, voice mail, etc.) Please explain.</li> <li>• When was the last test of the wing alerting system outside of normal mission operations conducted? <ul style="list-style-type: none"> <li>• Please provide documentation as to who was available for that test.</li> </ul> </li> <li>• Have standardized kits been provided for all ICs? <ul style="list-style-type: none"> <li>• Please provide a copy of a current kit.</li> </ul> </li> </ul>	<p>CAPR 60-3 Para 1-4b</p> <p>CAPR 60-3 Para 1-4a</p> <p>CAPR 60-3 Section B</p> <p>CAPR 60-3 Para 1-4b.9</p>
4.	<p>4. <u>EMERGENCY SERVICES TRAINING:</u></p> <ul style="list-style-type: none"> <li>• Does the wing have current documentation on all ES qualified personnel and trainees (CAPF 100s and supporting documentation)?</li> <li>• <b>Was a CAP Form 91 used to evaluate each mission pilot during initial checkout and subsequent required evaluations?</b></li> <li>• Have training requirements and training been coordinated with other staff agencies? <ul style="list-style-type: none"> <li>• Please provide documentation to demonstrate this coordination and outline what training has been</li> </ul> </li> </ul>	<p>CAPR 60-3 Para 1-4b and Para 2-2</p> <p>CAPR 60-1 Para 3-9</p> <p>CAPR 60-3 Para 1-4b</p>

	<p>accomplished since the last inspection.</p> <ul style="list-style-type: none"> <li>• Are renewals, re-qualifications of expired specialties, and transfers from other wings being conducted in accordance with national directives?</li> </ul>	CAPR 60-3 Para 2-4, Para 2-5, Para 2-6 and Para 2-7
5.	<p><u>MISSION RECORDS:</u></p> <ul style="list-style-type: none"> <li>• <b>Are complete records pertaining to each authorized mission maintained for at least seven years at wing headquarters?</b></li> <li>• <b>Are requests for reimbursement filed correctly and within a timely manner in accordance with current regulator requirements?</b></li> </ul>	<p>CAPR 60-3 Para 1-18</p> <p>CAPR 173-3</p>

	<b>TAB I: FINANCE</b>	
	<b>ITEM</b>	<b>REFERENCE:</b>
1.	How has management created an environment for effective control of Civil Air Patrol funds?	CAPR 173-2 and 173-3
2.	What checks and balances have been established to avoid errors or misuse of funds?	
3.	<b>How are the minor maintenance portions of counterdrug and SAR mission reimbursements accounted for and what type documentation is maintained to show that payments are used for the proper purposes?</b>	
4.	Are aircraft maintenance income and expenses tracked by tail number?	
5.	If state funding is received: <ul style="list-style-type: none"> <li>• <b>Is there written documentation which describes the appropriate use(s) of the funds?</b></li> <li>• How are the funds tracked?</li> </ul>	
6.	How do you account for any donated land, buildings and other fixed assets donated by: <ul style="list-style-type: none"> <li>• The Department of Defense?</li> <li>• State or local governments?</li> <li>• Private individuals?</li> </ul>	
7.	<b>How are reimbursements for counterdrug and search and rescue missions distinguished from one another in your accounting records?</b>	
8.	<b>How do you account for counterdrug administrative fee reimbursements?</b>	
9.	How are the expenditure of counterdrug administrative fees tracked?	
10.	How are membership dues accounted for?	
11.	Has a finance committee been established?	
12.	What is the purpose of the finance committee and how often does it meet?	
13.	How do you ensure that members of the finance committee are properly trained in and have adequate understanding of accounting procedures?	
14.	Is an annual budget established and reviewed	

	by the finance committee periodically?	
15.	<b>How are accounting records maintained? Are they maintained on an accrual basis of accounting?</b>	
16.	How are petty cash funds administered and controlled?	
17.	How many checking accounts are maintained?	
18.	Who has the authority to administer funds and sign checks for the checking accounts?	
19.	<b>Does a member of the finance committee perform and document quarterly audits of accounting records?</b>	

	<b>TAB J: INSPECTIONS</b>	
	<b>ITEM</b>	<b>REFERENCE</b>
1.	Describe the training and/or prior experience you have, which qualifies you for the position of Wing Inspector General.	CAPP 203
2.	Describe your program for inspection of subordinate units to include: <ul style="list-style-type: none"> <li>• Formal scheduling</li> <li>• Review of inspection report by staff</li> <li>• <b>Follow-up on corrective action</b></li> <li>• <b>Discrepancy close-out (CAPR 123-3, Para 8a(4))</b></li> <li>• <b>Short-notice inspections of flying units</b></li> </ul>	CAPR 123-3 and CAPR 60-2 Statement of Work between CAP & USAF CAPR 123-3 Para 10 CAPR 123-3 Para 8aU CAPR 123-3 Para 3c, 3d, 3e, 8a(4) CAPR 60-2 Para 4a and 6
3.	Describe any unit self-assessment tools that you use. Provide a sample, discuss how it is annotated, recorded, and tracked.	
4.	Have you developed and implemented the CAP Squadron Compliance Inspection Guide?	
5.	Describe the Inspector General (IG) complaints you have handled in the past 3 years to include (all Para's from CAPR 123-2): <ul style="list-style-type: none"> <li>• Proper documentation (Para 1, 5a, 6e)</li> <li>• Safeguard of individual identity (Para 6a)</li> <li>• Closeout of complaint at lowest level (5b)</li> </ul>	CAPR 123-2
6.	Describe how you advertise to your wing, the purpose, capability, and authority of the IG to support an effort to handle problems at the lowest level.	
7.	How are CAP personnel in your wing made aware of the IG system. Has it been utilized properly in the past 3 years? Describe any instances in which it should have been utilized but was not, and describe your efforts to rectify.	
8.	What evidence or what proof do you offer your membership that the IG works for the commander?	

9.	<b>Have you completed required inspections of your assigned groups and/or squadrons?</b>	Statement of Work
10.	Have you briefed the new IG 2000 program to your wing?	

	<b>TAB K: REAL PROPERTY</b>	
	<b>ITEM</b>	<b>REFERENCE</b>
1.	How do you manage the Real Property Program? <ul style="list-style-type: none"><li>• Licenses</li><li>• Leases</li><li>• Deeds</li></ul>	CAPR 87-1  Para 1 Para 3 Para 4
2.	Are CAP Real Property Survey Forms attached to Wing copy of S-6?	Para 5
3.	Review S-6 Report <ul style="list-style-type: none"><li>• Is report current?</li><li>• Is report updated annually</li><li>• Are changes reported during annual update?</li></ul>	Para 6



	<b>TAB L: AIRCRAFT MANAGEMENT</b>	
	<b>ITEM</b>	<b>REFERENCE</b>
1.	How do you manage the wing aircraft inventory? <ul style="list-style-type: none"> <li>• CAP Forms 37a</li> <li>• Registration</li> <li>• Operations Monthly Activity Report <ul style="list-style-type: none"> <li>• Report should be available for review.</li> </ul> </li> </ul>	CAPR 67-4 Para 2-6  CAPR 67-4 Para 2-7 CAPR 60-1 Para 2-8
2.	Do you have any leased aircraft? <ul style="list-style-type: none"> <li>• Authorization</li> <li>• Insurance</li> </ul>	CAPR 67-4 Para 2-5 CAPR 67-4 Para 2-5
3.	Has your wing sold any aircraft? <ul style="list-style-type: none"> <li>• Sale authorization</li> <li>• Sale Documentation</li> <li>• Removal of all CAP markings and decals</li> </ul>	CAPR 67-4 Para 3-3 CAPR 67-4 Para 3-3b(7)
4.	How do you transfer an aircraft? When was the last transfer? Why? <ul style="list-style-type: none"> <li>• Headquarters notification <ul style="list-style-type: none"> <li>• Yes _____</li> <li>• No _____</li> </ul> </li> </ul>	CAPR 67-4 Para 3-7
5.	How do you manage the aircraft maintenance program? <ul style="list-style-type: none"> <li>• Centralized Maintenance Management Program Supplement</li> <li>• Aircraft maintenance records</li> <li>• Airworthiness Standards</li> <li>• Time in Service</li> </ul>	CAPR 66-1 Para 4 CAPR 66-1 Para 5 CAPR 66-1 Para 2b CAPR 66-1 Para 2f
6.	What placards are placed in the aircraft?	CAPR 66-1 Para 6
7.	How is the external appearance of the aircraft? <ul style="list-style-type: none"> <li>• Markings</li> <li>• Paint schemes</li> <li>• Wash schedule (local directives)</li> <li>• Hangar capability during inclement weather</li> </ul>	CAPR 66-1 Para 7a CAPR 66-1 Para 7b & 7c CAPR 66-1 Para 15
8.	How do you track aircraft inspections? <ul style="list-style-type: none"> <li>• 100 Hours</li> <li>• Annual</li> </ul>	CAPR 66-1 Para 8b CAPR 66-1 Para

		8c FARs
9.	How do you track routine maintenance? <ul style="list-style-type: none"> <li>• Oil changes</li> <li>• Corrosion control</li> </ul> Tire changes (local directives) <ul style="list-style-type: none"> <li>• Flaptrack lubrication (especially C-182RGs) (Local directives)</li> </ul>	CAPR 66-1 Para 8a CAPR 66-1 Para 9b FARs
10.	How do you monitor equipment requirements? <ul style="list-style-type: none"> <li>• Aircraft shoulder harness</li> <li>• Modified seat requirements</li> <li>• Fire extinguisher requirements</li> <li>• Comm/Nav equipment updates (GPS, WX scopes, Standby Vacuum System, etc.) (local directives)</li> <li>• Survival Kits/Proper flotation devices</li> </ul>	CAPR 66-1 Para 11a CAPR 66-1 Para 11c CAPR 66-1 Para 11b  CAPR 66-1
11.	How do you monitor operations costs? <ul style="list-style-type: none"> <li>• Record of maintenance cost</li> <li>• Flying hour cost calculations</li> </ul>	CAPR 66-1 Para 14 CAPR 66-1 Para 14a 1)2
12.	How do you tie down your aircraft? <ul style="list-style-type: none"> <li>• Tie down inspections <ul style="list-style-type: none"> <li>• Tie downs replaced as necessary</li> </ul> </li> </ul>	CAPR 66-1 Para 15 a.b.c.
13.	Is additional equipment in baggage compartment accounted for each flight's weight & balance?	

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	<b>TAB M: OPERATIONS</b>	
	<b>ITEM</b>	<b>REFERENCE</b>
1.	<p><u>MANAGEMENT:</u></p> <ul style="list-style-type: none"> <li>• <b>Are suspension procedures enforced IAW CAPR 60 series?</b></li> <li>• Are only authorized passengers permitted onboard CAP aircraft and a CAPF 9 accomplished when required?</li> <li>• Are supplements forwarded to National Headquarters as required? <ul style="list-style-type: none"> <li>• Be prepared to show any supplements you have written.</li> </ul> </li> <li>• <b>Is the (Flight Release Officer) FRO process followed? Trained, documented, use checklist, check currency, complete form 99, properly forward processed form 99?</b></li> <li>• <b>Are corporate aircraft assigned to units according to need and utilization?</b> <ul style="list-style-type: none"> <li>• How are corporate aircraft use and condition monitored?</li> <li>• How is privately owned/rented aircraft use monitored?</li> <li>• Do you meet the recommended goal of not more than three FROs per assigned aircraft/flying unit?</li> </ul> </li> <li>• <b>Do FROs meet the requirements of CAPR 60-1, Para 5-4?</b> <ul style="list-style-type: none"> <li>• <b>Is there documentation appointing flight release officers?</b></li> <li>• <b>Are FROs initially trained and is there any continuation training? Is the training documented?</b></li> </ul> </li> <li>• How does the FRO release a flight? <ul style="list-style-type: none"> <li>• Is the checklist in CAPR 60-1 followed? Should be prepared to show documentation.</li> </ul> </li> <li>• Are there any wing or local supplements for FRO procedures?</li> <li>• Have any requests for a flight clearance been turned down and for what reason?</li> <li>• <b>Is the FRO program properly</b></li> </ul>	<p>CAPR 60-1, Para 2-11</p> <p>CAPR 60-1, Para 2-6</p> <p>CAPR 60-1, Para 1-3</p> <p>CAPR 60-1, Para 5-2a</p>

	<p><b>documented?</b></p> <ul style="list-style-type: none"> <li>• Are CAPFs 99 forwarded to the wing LO as required?</li> <li>• <b>Are short-notice inspections of flying units conducted on an 18 month basis?</b> (Be prepared to show records of inspections including corrective actions)</li> <li>• What method is used to ensure CAPR 99's are expeditiously forwarded to LOs.</li> <li>• <b>Is the Form 18 information current?</b></li> </ul>	<p>CAPR 60-1, Para 5-5c CAPR 60-2, Para 4a and 6</p>
2.	<p><u>STANDARDIZATION AND EVALUATION:</u></p> <ul style="list-style-type: none"> <li>• Has the Wing Standardization and Evaluation officer established procedures to implement a stan/eval program?</li> <li>• <b>Are CAP instructor pilots, check pilots and mission pilots designated in writing by the wing commander?</b></li> <li>• Are a limited number of highly qualified check pilots appointed, with wing commander concurrence, to assist in the implementation of the Check Pilot Program?</li> <li>• <b>Has the Standardization and Evaluation Officer and each check pilot completed the National Check Pilot Standardization Course (NCPSC) within the last 2 years?</b></li> <li>• <b>Are pilot's flight records/files maintained IAW CAPR 60-1, Para 2-9 and contain a copy of all CAPF 5s establishing aircraft qualification and currency?</b></li> <li>• <b>Does HQ maintain HQ assigned pilots' original records?</b> <ul style="list-style-type: none"> <li>• <b>Does the HQ maintain copies of pilot records?</b></li> <li>• How is qualification and currency monitored?</li> <li>• Are sufficient numbers of flight clinics and national NCPSCs conducted to fulfill the needs of the wing? Show attendance rosters.</li> </ul> </li> <li>• Does the stan/eval officer have a list of squadron stan/eval officers and check</li> </ul>	<p>CAPR 60-1, Para 3-7</p> <p>CAPR 60-1, Para 3-2c(3) and 3-2d(6)</p> <p>CAPR 60-1, Para 3-7</p> <p>CAPR 60-1 Para 3-2d(4), Para 2-9.1</p> <p>CAPR 60-1, Para 2-9, 3-5a b c</p>

	<p>pilots, and does he communicate with them on a regular basis?</p> <ul style="list-style-type: none"> <li>• Are copies of the Checkride Newsletter being distributed to all CAP instructors and check pilots?</li> </ul>	
3.	<p><u>COUNTERDRUG:</u></p> <ol style="list-style-type: none"> <li>1. Is the DO fully involved in the day-to-day management of the wing's CD program? <ul style="list-style-type: none"> <li>• Before flight release, what system is in place to ensure proper mission planning?</li> <li>• <b>What steps has the wing taken to ensure that aircrews are customs/DEA security screened and trained by USCS/DEA prior to engaging in the mission?</b></li> <li>• Are the CAP Counterdrug Mission Coordinators designated by the wing commander?</li> <li>• <b>What steps has the wing taken to ensure the minimum aircrew requirements are met prior to a member engaging in the CD mission?</b></li> <li>• <b>Are requests for reimbursement filed in a timely manner?</b></li> <li>• Has the wing LO/LNCO pre-approved CD training missions? <ul style="list-style-type: none"> <li>• Are they kept apprised of actual CD missions?</li> </ul> </li> <li>• Are crews documenting mission results on a CAPF 84?</li> <li>• Does the DO review Form 84s on a regular basis to ensure proper utilization of CAP aircraft for CD missions? <ul style="list-style-type: none"> <li>• Do the Form 84s list mission results?</li> </ul> </li> <li>• Is a summary of CD mission activity provided to the wing commander, region commander, and HQ CAP/DOC?</li> <li>• <b>Are the 15% Administrative Reimbursement Funds being accounted for as prescribed in CAPR 173-3, 3c?</b></li> </ul> </li> </ol>	



	<b>TAB N: PERSONNEL</b>	
	<b>ITEM</b>	<b>REFERENCE</b>
1.	Are all units properly designated and manned IAW CAPR 20-3?	CAPR 20-3
2.	Are organization charts maintained for all levels IAW CAPM 20-1?	CAPM 20-1
3.	Are new membership applications handled IAW CAPR 39-2?	
4.	Are all members properly assigned to a duty IAW CAPR 35-1?	
5.	Is Emergency Notification Data (CAPF 60) maintained on each member IAW CAPR 35-2?	
6.	Are all personnel matters recorded/maintained IAW CAPM 39-2?	
7.	Are member promotions processed IAW CAPR 35-5?	
8.	Are members wearing the CAP uniform IAW CAPM 39-2?	
9.	Are Monthly Membership Listings reviewed regularly IAW CAPM 39-2?	
10.	Is the CAP nondiscrimination policy adhered to IAW CAPR 39-1?	

	<b>TAB O: PUBLIC AFFAIRS</b>	
	<b>ITEM</b>	<b>REFERENCE</b>
	The Public Affairs Officer's (PAO's) primary function is to help the commander continuously improve unit communications with the community, the media, and CAP members.	
1.	How are you working with wing staff members to achieve HQ CAP's primary public affairs objectives, as outlined below: <ul style="list-style-type: none"> <li>• To increase public awareness of CAP, its missions and accomplishments, and CAP's contributions in support of the Air Force and national security?</li> <li>• To promote cooperation between CAP and other aviation organizations?</li> <li>• To acquaint the public with the importance of aerospace power as part of our national security?</li> </ul>	CAPR 190-1 Para 1
2.	How do you work with the wing commander to fill all unit PAO positions? <ul style="list-style-type: none"> <li>• Is a written plan available to do this?</li> <li>• How do you track PAO activities at the unit level?</li> </ul>	CAPR 190-1 Para 4-2
3.	How do you prepare the unit PAOs to be fully mission capable? <ul style="list-style-type: none"> <li>• How do you work with the commander and mission coordinator to ensure PAOs can be contacted?</li> <li>• How do you ensure the PAO is fully involved with disaster response and other emergency service activities?</li> </ul>	
4.	How do you ensure PAOs throughout the wing have sufficient equipment and budget support from the commander?	
5.	How do you ensure field PAOs obtain proper technical training? <ul style="list-style-type: none"> <li>• Specifically, training in news writing, photography, broadcasting and public service announcements production, recruiting and advertising, and newsletter production?</li> </ul>	CAPR 190-1

	<ul style="list-style-type: none"> <li>How do you ensure PAOs are properly trained, especially in actual SAR/DR Missions, to deal with the news media?</li> </ul>	
6.	<p>How do you inform media representatives of CAP events?</p> <ul style="list-style-type: none"> <li>Are your news releases tailored to the needs of the media?</li> <li>Do you keep a list of media contacts?</li> </ul>	CAPR 190-1 Para 3-7
7.	<p>Have you established a team to assist you in wing public affairs functions?</p> <ul style="list-style-type: none"> <li>How do you delegate responsibilities to team members?</li> </ul>	CAPR 190-1 Para 3-7
8.	How do you assist the commander in managing controversies that have the potential to affect the wing?	CAPR 190-1 Para 3-15
9.	<p>How do you keep CAP members informed and educated about CAP matter?</p> <ul style="list-style-type: none"> <li>Do you publish a unit newsletter?</li> <li>Does your unit conduct a commander's call?</li> <li>How do you provide and receive updates from unit PAOs?</li> <li>In what other ways do you support internal communications within the wing?</li> <li>Do you use e-mail to carry out internal communications?</li> <li>Does your wing manage a home page on the Internet? <ul style="list-style-type: none"> <li>Do you publish your news releases on it?</li> </ul> </li> <li>Do you have written communications plan?</li> </ul>	CAPR 190-1 Para 1-3
10.	<p>How do you make your unit a part of the local community?</p> <ul style="list-style-type: none"> <li>How do you involve the wing staff in interacting with local military, government, education, business, civic clubs and media groups?</li> <li>How do you inform these groups of CAP activities in aerospace education, cadet programs, emergency services, search and rescue (SAR), counterdrug (CD) and other mission areas?</li> </ul>	CAPR 190-1 Para 5-1
11.	How do you ensure Air Force commanders are aware of the service CAP can provide their	

	units and the Air Force in general?	
12.	In what ways do you work the Air Force, Air National Guard or Air Force Reserve PAOs?	CAPR 190-1 Para 1-2
13.	How do you obtain customer feedback from the Red Cross, FEMA, FAA or other agencies with whom the CAP works?	
14.	Present copies of quarterly reports submitted to HQ over the past year.	CAPR 190-1 Para 4-5

	<b>TAB P: SAFETY</b>	
	<b>ITEM</b>	<b>REFERENCE</b>
1.	<u>RESPONSIBILITIES:</u> <ul style="list-style-type: none"> <li>Is someone within the wing designated to monitor, track, and actively manage the program?</li> <li>Has the wing commander published a supplement to CAPR 62-1, which addresses how the Pilot Proficiency Program will be conducted and the procedures for reporting completion to the wing? <ul style="list-style-type: none"> <li>Does it also contain local policy guidance?</li> </ul> </li> <li>What evidence is there that subordinate unit commanders have an accident prevention program (letters, reports, bulletins, directives, or operating procedures)?</li> </ul>	CAPR 62-1  CAPR 62-1 Para 1b  CAPR 62-1 Para 1c
2.	<u>MANNING:</u> <ul style="list-style-type: none"> <li><b>Are safety officers appointed in writing?</b></li> <li>Are safety assistants assigned as needed?</li> <li>To whom is the safety officer directly responsible?</li> <li><b>Is a current safety-manning roster; showing assignment of safety officers in subordinate units, maintained by the wing safety officer?</b></li> <li>Have pilot safety officers or assistants applied to become accident prevention counselors with the local Flight Standards District Office?</li> <li>What qualifications do they have as accident Prevention counselors?</li> </ul>	CAPR 62-1 Para 2a  CAPR 62-1 Para 2a CAPM 20-1  CAPR 62-1 Para 2a  CAPR 62-1 Para 2a(2)
3.	<u>SAFETY EDUCATION:</u> <ul style="list-style-type: none"> <li><b>Is ground and flying safety information briefed monthly at unit meetings?</b></li> <li><b>Is a roster of individuals in attendance maintained?</b></li> <li>Is the monthly headquarters safety bulletin briefed to all personnel in units</li> </ul>	CAPR 62-1 Para 2b(1)  CAPR 62-1 Para 2b(1) CAPR 62-1 Para 2b(1)

	<p>with pilots and placed on the bulletin board or in a read file?</p> <ul style="list-style-type: none"> <li>• <b>Are previous summaries and attendance rosters covering the past twelve months on file?</b></li> <li>• Is there a unit safety bulletin board with current information posted (may be separate area or on general bulletin board)?</li> </ul>	<p>CAPR 62-1 Para 2b(1)</p> <p>CAPR 62-1 Para 2b(3)</p>
4.	<p><b>SAFETY IMPROVEMENT/HAZARD REPORTING PROGRAM:</b></p> <ul style="list-style-type: none"> <li>• Are CAP Forms 26, CAP Safety Improvement or Hazard Report, readily available? <ul style="list-style-type: none"> <li>• Do personnel know what the forms are and how to use them?</li> </ul> </li> <li>• Are FAA Forms 8740-5, Safety Improvement Report, readily available? <ul style="list-style-type: none"> <li>• Do personnel know what they are and how to use them?</li> </ul> </li> </ul>	<p>CAPR 62-1 Para 2c</p>
5.	<p><u><b>ACCIDENT PREVENTION:</b></u></p> <ul style="list-style-type: none"> <li>• Are any local directives or other forms of guidance published in the area of accident prevention?</li> <li>• Is there any evidence of coordinated activity with other safety-oriented organizations; e.g., the FAA, law enforcement, transportation, or medical?</li> </ul>	<p>CAPR 62-1 Para 2d</p> <p>CAPR 62-1 Para 2e</p>
6.	<p><u><b>SAFETY SURVEYS/INSPECTIONS:</b></u></p> <ul style="list-style-type: none"> <li>• <b>Has an internal safety survey been scheduled and accomplished annually?</b></li> <li>• Has a suspense system been established to ensure all deficient items are corrected prior to close-out of the report?</li> <li>• Are copies of completed surveys forwarded to next higher headquarters?</li> <li>• Is there evidence that the commander is reviewing safety surveys?</li> <li>• Has the wing commander established procedures to monitor the internal safety survey program of subordinate units?</li> </ul>	<p>CAPR 62-1 Para 2f</p> <p>CAPR 62-1 Para 2f</p> <p>CAPR 62-1 Para 2f</p> <p>CAPR 62-1 Para 2f</p> <p>CAPR 62-1 Para 2f</p>
7.	<p><u><b>AWARDS PROGRAM:</b></u></p> <ul style="list-style-type: none"> <li>• Has an effective awards program been</li> </ul>	<p>CAPR 62-1 Para 3,</p>

	established within the wing? • Have previous year's Certificates of Achievement, CAPC 48, been presented to qualified units?	5, & 9  CAPR 62-1 Para 6
8.	<u>PILOT PROFICIENCY PROGRAM:</u> • <b>Has the wing safety officer established a system to monitor the FAA Pilot Proficiency Program within the wing?</b>	CAPR 62-1 Para 8
9.	<u>ACCIDENT REPORTING:</u> • Are local accident reporting procedures established? • Has a CAP Form 79 been submitted on all applicable accidents?	CAPR 62-2 Para 4  CAPR 62-2 Para 6

	<b>TAB Q: PROFESSIONAL DEVELOPMENT</b>	
	<b>ITEM</b>	<b>REFERENCE</b>
1.	Has the wing Director of Senior Programs been appointed in writing, IAW CAPR 10-3?	CAPR 10-3 Para 1.1.3
2.	Is a professional development reference library being maintained, IAW CAPR?	CAPR 50-17 Para 2-2
3.	<p>Has the wing commander assigned a wing Test Control Officer (TCO) in writing?</p> <ul style="list-style-type: none"> <li>Does the wing maintain copies of unit TCO appointments, IAW CAPR 50-17, Para 2-3?</li> <li>Is a test inventory log maintained, IAW CAPR 50-4, Para 7?</li> <li>Are testing materials being secured, IAW CAPR 50-4, Para 5 &amp; 6?</li> <li>Are Air Force Institute for Advanced Distributed Learning (AFIADL) (previously ECI) course examinations being routed and controlled by the wing Test Control Office, IAW CAPR 50-17, Para 8-1b (3d)?</li> </ul>	CAPR 50-17 Para 8-1a
4.	Are the Senior Training Reports (STR) used as a management tool for Senior Programs Officers (SPOs), commanders, and the wing, IAW CAPR 50-17, Para 2-6?	
5.	Has the Director of Professional Development updated wing staff CAPF 45b's, IAW CAPR 50-17, Para 2-4b?	
6.	<p>Is Level 1 Training being completed quarterly, IAW CAPR 50-17, Para 3-1, 3-6?</p> <ul style="list-style-type: none"> <li>Does the wing maintain copies of all CAPF 11's for Level 1, IAW CAPR 50-17, Para 3-4?</li> </ul>	
7.	<b>Have all senior members completed Cadet Protection Policy Training (CPPT), IAW CAPR 50-17, Para 3-4?</b>	
8.	Are Squadron Leadership School (SLS) and Corporate Learning Course (CLC) Course Directors appointed by the wing commander, IAW CAPR 50-17, Para 4-6d, 5-3e?	
9.	Has the wing conducted a SLS and CLC at least annually, IAW CAPR 50-17, Para 4-6b,	



	5-3c?	
10.	Are CAPF 11's for SLS and CLC completions signed by the wing commander and forwarded to HQ CAP/ETS no later than 14 days after completion of the course, IAW CAPR 50-17, Para 4-6e, 5-3f?	
11.	Are senior program awards processed in a timely and appropriate manner, IAW CAPR 50-17, Para 2-5?	

	<b>TAB R: SUPPLY</b>	
	<b>ITEM</b>	<b>REFERENCE</b>
1.	<p><u>MANAGEMENT</u></p> <ul style="list-style-type: none"> <li>Has a supply officer been assigned in writing (e.g., CAPR 2a, letter) and properly submitted?</li> </ul> <p>Have procedures been established to recover property from members who terminate membership in CAP or transfer to another unit?</p> <ul style="list-style-type: none"> <li>Does the supply officer recommend the allocation and reallocation of property within the unit?</li> </ul>	<p>CAPM 67-1 CAPR 67-1 Para 3-2</p> <p>CAPR 67-1 Para 3-7d2</p> <p>CAPR 67-1 Para 3-5</p>
2.	<p><u>FILES AND REPORTING</u></p> <ul style="list-style-type: none"> <li>Have the required files been established to maintain accountability of CAP property?</li> <li>Is CAPF 38, "Property Document Register", being used to record all transactions? <ul style="list-style-type: none"> <li>Is a new CAPF 38 Register started each January 1?</li> </ul> </li> <li>Are expendable property files established for filing of CAPFs 37 and 111 for receipts, issues and disposal documentation with the required justification?</li> </ul> <p>Does the non-expendable property file contain the unit inventory (S-3)?</p> <ul style="list-style-type: none"> <li>Does the non-expendable property file contain copies of CAPF 37 or 111 as appropriate until the changes are reflected on the next S-3?</li> <li><b>Is the unit property inventory (S-3) reviewed upon receipt and processed as required for the annual inventory?</b></li> <li>Are non-expendable issues to individuals being approved by the Unit Commander and re-validated annually during the month of April?</li> <li><b>If efforts fail to recover property, are reports of survey processed to drop accountability for missing property?</b></li> <li>Is a separate folder established for each individual or agency to whom non-</li> </ul>	<p>CAPR 67-1 Para 2-1</p> <p>CAPR 67-1 Para 2-1a</p> <p>CAPR 67-1 Para 2-1a</p> <p>CAPR 67-1 Para 2-1d</p> <p>CAPR 67-1 Para 2-1c</p> <p>CAPR 67-1 Para 2-1b</p> <p>CAPR 67-1 Para 3-12c,d</p> <p>CAPR 67-1 Para 3-7d2</p>

	<p>expendable property has been issued?</p> <ul style="list-style-type: none"> <li>• Was a transfer of property statement accomplished when the change of supply officer occurred?</li> <li>• Are document control numbers properly constructed and assigned each transaction?</li> </ul>	<p>CAPR 67-1 Para 4-8</p> <p>CAPR 67-1 Para 2-3a</p> <p>CAPR 67-1 Para 3-2b</p> <p>CAPR 67-1 Para 3-4</p>
3.	<p><u>PROPERTY RECEIPT PROCEDURES</u></p> <ul style="list-style-type: none"> <li>• Are commercially procured and donated items properly identified on CAPF 37?</li> <li>• Is each CAPF 37 properly processed?</li> </ul>	<p>CAPR 67-1 Para 3-6c,d</p> <p>CAPR 67-1 Para 3-6</p>
4.	<p><u>PROPERTY DISPOSAL</u></p> <ul style="list-style-type: none"> <li>• Is the redistribution or disposal of excess property (expendable and non-expendable) being accomplished IAW CAPR 67-1 and documented as required?</li> <li>• <b>Are reports of survey processed on lost, stolen, damaged and destroyed property?</b></li> <li>• <b>Is a copy of the investigative report (fire or police) and/or other supporting documentation attached to the CAPF 37?</b></li> </ul>	<p>CAPR 67-1 Para 4-1</p> <p>CAPR 67-1 Para 4-8</p> <p>CAPR 67-1 Para 4-8f</p>
5.	<p><u>OTHER SUPPLY PROCEDURES</u></p> <ul style="list-style-type: none"> <li>• Does the supply officer ensure that the property is safely stored and protected from the elements to prevent deterioration? <ul style="list-style-type: none"> <li>• If a vehicle is assigned is a CAPF 37 completed for the vehicle assigned to the unit?</li> </ul> </li> <li>• Does the Wing LO conduct a pre-Survey Audit check and provide the results in writing to Wing/CC and LR/LG 30 days prior to Survey/Audit?</li> </ul>	<p>CAPR 67-1 Para 1-3k2</p> <p>CAPR 67-1 Para 3-6</p> <p>CAPR 67-1 Para 5-6c</p>

	<b>TAB S: TRANSPORTATION</b>	
	<b>ITEM</b>	<b>REFERENCE</b>
1.	<p>Are vehicle records folders maintained IAW CAPR 77-1?</p> <ul style="list-style-type: none"> <li>• Current year CAP wing inventory on file</li> <li>• Title</li> <li>• Copy of registration (original in vehicle)</li> <li>• Completed CAP inspection guide and justification form (CAPF 73) for current year plus previous year</li> <li>• History record of all maintenance repairs/expenses on vehicles</li> <li>• Vehicle justification form (CAPF 175)</li> <li>• Copy of liability insurance card (card should be in vehicle)</li> </ul>	<p>CAPR 77-1</p> <p>Para 12b &amp; c Para 2,3 Para 2,3 Para 2</p> <p>Para 2</p> <p>Para 2 Para 2</p>
2.	<p>Are vehicle operators and passengers IAW CAPR 77-1?</p> <ul style="list-style-type: none"> <li>• Valid state driver's license</li> <li>• Valid CAP motor vehicle operator identification card (CAPF 75) for members</li> <li>• CAPF 75 issued to at least 21 years of age older, only</li> <li>• Non-member passengers are approved in writing by region/wing/cc</li> <li>• Operators driving record reviewed every two years</li> <li>• Operators CAP motor vehicle operator identification card (CAPF 75) revalidated at time of state license expiration date</li> </ul>	<p>Para 4a 2 Para 4a 2,3</p> <p>Para 5a</p> <p>Para 5b</p> <p>Para 4, 5b</p> <p>Para 4, 5c</p>
3.	<p>Is vehicle maintenance performed on CAP vehicles IAW CAPR 77-1 and owner's manual?</p> <ul style="list-style-type: none"> <li>• Records being maintained on all routine maintenance performed on vehicles</li> <li>• Major maintenance being submitted on rehab request form to HQ CAP/LGT for reimbursement</li> <li>• Emergency vehicle repair procedures being followed</li> </ul>	<p>Para 8</p> <p>Para 2d</p> <p>Para 8c 1a-g</p> <p>Para 8c 2a-e</p>
4.	<p>Do vehicles project organizational professionalism at all times IAW CAPR 77-1?</p> <ul style="list-style-type: none"> <li>• CAP seal on vehicle</li> <li>• Assigned vehicle identification number to each CAP vehicle on vehicle</li> </ul>	<p>Para 9</p> <p>Para 9d Para 9e</p>

	<ul style="list-style-type: none"> <li>• Vehicles are painted white (may be AF blue until paint job is required)</li> <li>• Other markings conform to federal, state and local laws.</li> <li>• Vehicles are kept clean and waxed once a year</li> </ul>	<p>Para 8, 3a-e</p> <p>Para 9f</p> <p>Para 9c</p>
5.	<p>Are reports/forms completed and submitted IAW CAPR 77-1 and state or local requirements?</p> <ul style="list-style-type: none"> <li>• Forward S-2, CAP Vehicle Inventory Report thru appropriate channels to meet suspense 1 October</li> <li>• Forward CAPR 37-V, shipping and receiving document for vehicles and trailers thru appropriate channels to add to the NHQ CAP vehicle inventory database after approval and receipt of vehicle</li> <li>• Forward CAPF 37-V to HQ CAP/LGT after any vehicle transfer or disposal</li> <li>• Comply with the reporting procedures for state or local reporting if required</li> </ul>	<p>Para 12</p> <p>CAPR 900-7 Para 12b-c</p> <p>Para 12b-c Para 15a</p> <p>Para 15a</p> <p>Para 12a</p>
6.	<p>Are all Vehicle Self Insurance (VSI) claims and premiums, submitted IAW CAPR 900-7?</p> <ul style="list-style-type: none"> <li>• VSI claims are submitted within 60 days with all supporting documentation</li> <li>• S-7 report is signed and premiums submitted thru appropriate channels to meet suspense 1 October</li> <li>• VSI windshield claims are submitted thru appropriate channels on CAPF 70</li> </ul>	<p>CAPR 77-1 Para 10c</p> <p>CAPR 900-7 Para 6e CAPR 900-7 Para 4</p> <p>CAPR 77-1 Para 11, CAPR 900-7 Para 8</p>
7.	<p>Is an annual analysis performed on wing vehicles?</p> <ul style="list-style-type: none"> <li>• Assign vehicle within wing based on need and type</li> <li>• Rotate vehicle between high and low mileage units</li> </ul>	

**CAP FORM 73, Oct 00**

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	<b>TAB T: DRUG DEMAND REDUCTION</b>	
	<b>ITEM</b>	<b>REFERENCE</b>
1.	Does the wing have a Drug Demand Reduction Administrator assigned? Who is it?	CAPP 55
2.	What squadrons participate and around which installations?	
3.	Which squadrons are eligible to participate?	
4.	Have joint working relationships been established with the following? <ul style="list-style-type: none"> <li>• USAF base Drug Demand Reduction Coordinator</li> <li>• USAFR base designee</li> <li>• National Guard Drug Demand Reduction Coordinator</li> <li>• USAF base youth center</li> </ul> If so, what programs have been accomplished and what are planned?	CAPP 55
5.	Have joint working relationships been established with DDR personnel from the Army, Army Reserve, Navy, Navy Reserve, Marines or Marine Reserve, Drug Enforcement Agency or FBI?	CAPP 55 Page 5
6.	Is the wing conducting DDR activities such as drug awareness briefings, the Red Ribbon campaign, etc.?	CAPR 52-16
7.	Does the wing participate in the middle school initiative?	CAPP 55 Page 5
8.	Did the wing develop a financial plan consistent with the DDR goals and objective?	
9.	How does the wing measure program effectiveness?	
10.	Are the directors of aerospace education and cadet programs included in development of the programs and activities? If so, how?	
11.	How has the Air Force/Air Force Reserve/Air National Guard, benefited from the DDR funds expended within your wing? <ul style="list-style-type: none"> <li>• What effect have these expenditures had on the members and/or dependents of DoD employees (active, guard or reserve, and</li> </ul>	



	<p>civilian)?</p> <ul style="list-style-type: none"><li>• Is the installation commander aware of the program and its effect on the members and/or dependents of his/her organization?</li></ul>	
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<b>TAB V: LO/LNCO PROGRAM</b>		
	<b>ITEM</b>	<b>REFERENCE</b>
1.	<p>How do you manage the LO Program?</p> <ul style="list-style-type: none"> <li>• Do you represent the CAP-USAF Commander, to the Wing Commander</li> <li>• Coordinate budget issues</li> <li>• Work the operational aspects of the AF Reserve Program within the wing</li> <li>• How do you carry out your Advice, Liaison, &amp; Oversight responsibility?</li> <li>• How do you determine if you're successful?</li> <li>• What determines which CAP mission areas need attention?</li> </ul>	Employment Contract
2.	<p>Do you maintain accountability and document a viable LO program?</p> <ul style="list-style-type: none"> <li>• Visitation program (formal and informal including 30 day prior and with the liaison region/LG survey audits team)</li> <li>• Present at CAP Activities (SAR, meetings, etc.)</li> <li>• Wing/office logistics activities <ul style="list-style-type: none"> <li>• Transfer of DOD assets</li> <li>• Authorized screeners including LR approval letters for alternates (CAP-USAFR 67-2, Para 5b and CAPM 67-1, Para 5-1a)</li> </ul> </li> <li>• Receipt of Property <ul style="list-style-type: none"> <li>• Turn-in of property back to DRMO (CAP-USAFR 67-2, Para 10a and 10b)</li> <li>• Vehicle utilization (CAP-USAFR 67-2, Para 9b(3) and S-2 Report)</li> <li>• Fraud, Waste &amp; Abuse (CAPR 123-2, Para 5 and CAP-USAFI 90-201 Para 43)</li> <li>• Validate expenditure of government funds</li> <li>• Advise, assist and oversight of wing programs</li> </ul> </li> <li>• Comply with AF standards Listing of assigned wing supply officers (CAP Form 2a and CAP-USAFR 67-2, Para 9b(3)) <ul style="list-style-type: none"> <li>• Is the records management file system</li> </ul> </li> </ul>	

	<p>established IAW the SOW and current AFI ???</p> <ul style="list-style-type: none"> <li>Are sufficient quantities of CAP, AF, and CAP-USAF regulations and forms in stock to accomplish the LO function? <ul style="list-style-type: none"> <li>How do you manage your office budget?</li> </ul> </li> <li>What are your sources of money</li> <li>Are you a member of the Wing's Financial Working Group?</li> <li>Are you aware of wing expenditures?</li> <li>What input if any do you have in the financial management of the wing?</li> </ul>	
3.	<p>Describe the relationship which exists between the Liaison office and the CAP Wing/Region and CAP-USAF LR Staff.</p> <ul style="list-style-type: none"> <li>How have you improved the relationships?</li> </ul>	
4.	<p>What process is used to make sure all personnel have the necessary resources to enhance their job performance?</p>	(S-2, S-8, and S-9 Reports; CAPM 67-1 Para 3-5a, CAP-USAFR 67-2 Para 9.b.3)
5.	<p>What type of unit visitation schedule do you utilize?</p> <ul style="list-style-type: none"> <li>And is it published?</li> <li>And are your visits documented?</li> </ul>	
6.	<p>How is the LR/CC kept informed of LO and CAP Wing activities within your state/area of concern?</p>	
7.	<p>What is being accomplished to ensure host-base support is adequate?</p>	
8.	<p>What type of relationship is established with ROTC and JROTC units within your state/area of concern?</p>	
9.	<p>How do you advise and assist CAP personnel in general?</p>	
10.	<p>How do you recommend improvements to the Wing Commander?</p>	
11.	<p>What types of relationship are established with other government agencies in your areas of responsibility?</p>	
12.	<p>How are SARs, DRs, and special missions and exercises monitored?</p>	
13.	<p>How are cadet encampments supported?</p>	

14.	How is the Cadet Flight Orientation Program supported?	
15.	How do you support Aerospace Education?	
16.	<b>How do you ensure that CAP reimbursement claims for AF authorized mission expenditures are properly processed?</b> <ul style="list-style-type: none"> <li>• <b>How do you ensure validity of these claims?</b></li> <li>• <b>Do you compare those claims filed against the Air Force with those claims filed against the state to ensure no double reimbursement has occurred?</b></li> </ul>	
17.	How are reservists being productively used?	
18.	How do you ensure there is Air Force presence (LO, LNCO, Reservist, or CAP-USAF/LR) at all CAP training events funded with appropriated dollars?	
19.	<b>Do you review all CAP activities for safety implications?</b> <ul style="list-style-type: none"> <li>• If you note a potential safety problem, who do you notify?</li> <li>• If CAP does not eliminate your safety concerns, do you notify the LRCC and recommend cancellation of active and/or remove AF instrumentality.</li> </ul>	
20.	Is the Liaison office in the accident/incident notification chain within your wing?	
21.	Are accident reports and violation data reviewed to determine adequacy of information provided and consistency of action taken?	
22.	What level pilots license and medical does the LO currently hold? <ul style="list-style-type: none"> <li>• What percentage of their last fiscal year's budget did the LO fly?</li> <li>• How many hours did that budget equate to you?             <ul style="list-style-type: none"> <li>• In the last 90 days, 30 days; what was the LOs: flight hours (day/night/instrument/simulated instrument), number of landings (in all aircraft qualified), and number of</li> </ul> </li> </ul>	

	approaches? <ul style="list-style-type: none"><li>• How does the LO log their flying events for FAR currency?</li></ul>	
23.	Does the LO self-release or use the liaison region FRO program? If the LO self-releases, how does the LO log their flight release?	
24.	For what activities did your wing use military airlift in the last three years (O'flights and national activities)?	

# WING COMPLIANCE INSPECTION GUIDE

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**Please send suggestions for changes to:**

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